

# FPM Frequently Asked Questions

Answers to frequently asked questions regarding the FPM process.

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1. Why has the name of the monitoring process changed to Federal Program Monitoring?

The new name, Federal Program Monitoring (FPM), more closely identifies the monitoring tasks which federal and state law requires California Department of Education (CDE) to perform.

2. What assistance is available to help district and site administrators understand the FPM process?

The FPM Office offers training regarding the FPM process and how to use the California Accountability and Improvement System (CAIS). Regional Team Leaders (RTLs) ([link to RTL contact information](#)) and CAIS County Leads ([link to contact information](#)) are available to provide LEAs assistance.

3. Is an LEA self-review required in FPM?

The CDE no longer requires LEAs to conduct a self-review. LEAs are responsible for creating and maintaining federal and state programs which meet requirements. The CDE uses CAIS, a Web-based system, to manage electronic documents. CAIS includes a self-review feature, which is optional for LEA use and will not be part of the FPM process.

4. Can an LEA expect to receive any technical assistance from CDE staff during the FPM process?

FPM program monitors do not provide technical assistance during the monitoring process; they are responsible for explaining findings and what the LEA must do to resolve them. During the preparation phase and the resolution phase, program monitors can provide technical assistance if requested by the LEA.

5. Why does FPM choose only a sample of schools from a local educational agency?

Limitations of time and resources make necessary a selection of one or more common sites at which most of the categorical programs operate. Certain programs have a quota of annual site visits and may visit additional sites in a local educational agency (LEA).

6. Will all programs look at all sites on the schedule?

Not necessarily. The schedule lists which programs will be reviewed at the LEA level and at each site. For example, Physical Education (PE) usually reviews documentation from all common sites—even if the PE team member does not visit each one.

7. Who develops the Program Instruments?

FPM Program Instruments are developed and reviewed by CDE staff on an annual basis. Program Instruments may change from year to year to correspond with changes in federal or state law, regulations, or controlling judicial decisions. Each Program Instrument lists Desired Outcomes, Program Dimensions, and appropriate legal citations.

8. How many meeting minutes of the School Site Council (SSC) should an LEA upload?

There is not a specific number of meeting minutes. The meeting minutes uploaded must provide documentation that the SSC has met all requirements in the Program Instrument ([link to program instruments web page](#)) items. LEAs should make certain that official minutes include full descriptions of all required SSC activities.

9. What exactly does the term "finding" mean?

In FPM, a finding is a three-part statement about requirements in program items which the LEA must meet, evidence which indicates the LEA is not meeting the requirements, and the steps the LEA must take to show that it subsequently is meeting the requirements.

The official report of each FPM is the Notification of Findings.

10. What is the process for resolving findings after a review?

The LEA must submit a Proposed Resolution of Findings (PRF) form in CAIS for each finding along with supporting documentation by the deadline of 45-days after the date of the Notification of Findings. Program monitors work with LEA staff to resolve findings. The LEA may request additional resolution time through the PRF form, and the program monitor will decide whether to grant or adjust the request.

11. Does the LEA need to resolve findings only at the sites the FPM team visited or monitored online?

No. The LEA must state on each PRF Form for each finding that it will correct this finding throughout the entire LEA at all sites.

12. Is the Federal Program Monitoring (FPM) process an audit?

No. FPM is an overall determination of whether the local educational agency (LEA) is meeting statutory program and fiscal requirements for categorical programs.

**Questions: Federal Program Monitoring Office | [fpmoffice@cde.ca.gov](mailto:fpmoffice@cde.ca.gov) | 916-319-0935**

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## 2011-12 Cycle B On-site Program Instruments

Program instruments contain program-specific federal and state legal requirements that will be tested during the monitoring process. They provide examples of evidence that may be used to demonstrate compliance.

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The following sixteen program instruments will be used for Cycle B reviews during the 2011–12 school year.

- [Before and After School Program Office \(BASP\)](#) (Revised 12-May-2011; PDF; 71KB; 12pp.)
- [Child Development \(CD\)](#) (Revised 12-May-2011; PDF; 55KB; 9pp.)
- [Compensatory Education \(CE\)](#) (Revised 12-May-2011; PDF; 125KB; 23pp.)
- [Career Technical Education \(CTE\)](#) (Revised 12-May-2011; PDF; 53KB; 9pp.)
- [Education Equity \(EE\)](#) (Updated 6-Jul-2011; PDF; 31KB; 4pp.)
- [Education Jobs Fund \(EJF\)](#) (Revised 13-May-2011; PDF; 26KB; 3pp.)
- [English Learner \(EL\)](#) (Revised 26-May-2011; PDF; 85KB; 14pp.)
- [Fiscal Monitoring \(FM\)](#) (Revised 13-May-2011; PDF; 33KB; 4pp.)
- [HIV/AIDS Prevention \(HIV\)](#) (Revised 12-May-2011; PDF; 30KB; 4pp.)
- [Homeless Education \(HE\)](#) (Revised 12-May-2011; PDF; 50KB; 8pp.)
- [Improving Teacher Quality \(ITQ\)](#) (Revised 25-Apr-2011; PDF; 29KB; 3pp.)
- [Migrant Education \(ME\)](#) (Revised 12-May-2011; PDF; 59KB; 10pp.)
- [Neglected or Delinquent \(NorD\)](#) (Revised 6-May-2011; PDF; 73KB; 8pp.)
- [Physical Education \(PE\)](#) (Revised 29-Jun-2011; PDF; 32KB; 4pp.)
- [State Fiscal Stabilization Fund \(SFSF\)](#) (Revised 13-May-2011; PDF; 26KB; 3pp.)
- [Uniform Compliant Procedures \(UCP\)](#) (Revised 7-Jun-2011; PDF; 85KB; 8pp.)
  - [UCP Checklist Procedures 2011-12](#) (Posted 19-Sept-2011; 55KB; 6pp.)

Questions: Federal Program Monitoring Office | [fpmoffice@cde.ca.gov](mailto:fpmoffice@cde.ca.gov) | 916-319-0935

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*Online instruments not yet posted.  
By end of Sept.*